

ROLL CALL Chair Walters called the meeting to order at 5:33PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None

APPROVAL OF MINUTES Motion to approve the August 21, 2023 and September 18, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT Oliphant reported on the following:

- Collaborating with the Chief of Police in the hiring process for an administrative assistant.
- Actively engaged with Misty from SWWRPC related to City financials.
- Lead Maintenance Worker Spencer Reed had all furnaces inspected/assessed. Two furnaces will soon need to be replaced at the Municipal Building.
- Received a request to install a second generator at the Municipal Building to allow for the entire structure to maintain power during outages.
- Participated in two meetings regarding GIS mapping projects.
- Finalizing department budget requests.
- Met with Combined Insurance representative regarding new program offering to all employees.

DISCUSSION AND POSSIBLE ACTION:

MEUW Regional Safety Management Contract: Oliphant advised consulting with the Utility department heads who strongly recommended the City maintain the contract. They indicated they have observed benefit from a uniform safety training program resulting in consistency across all departments and greater overall safety for employees. Oliphant explained an agreement was reached with the Utility department heads to adjust the shared cost. If the contract is to be renewed, the City will be responsible for one-third of the total cost. This reduces the City's obligation by nearly half for the same safety training program.

Motion to approve a four-year safety contract with City Utilities at one-third the total contract cost. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

2024 Cost of Living Adjustment: The Committee discussed a cost-of-living adjustment on par with the Social Security Administration of 3.2%. Further discussion was postponed.

Motion to postpone further discussion. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

Closed Session - For the purpose of discussing performance concerns of specific employees and the consideration of hiring a specific employee: Motion to enter closed session. Motion made by Cairns, Seconded by Walters. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Entered closed session at 6:22PM. Motion to reconvene in open session. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried. Reconvened in open session at 11:15PM.

Organizational Restructure: Oliphant advised with Shawn Walsh's imminent retirement, the structure and function of the Clerk/Treasurer's Office were examined. Oliphant explained separating the Clerk/Treasurer role into two distinct roles of Clerk and Treasurer would improve office operations and checks & balances. The Clerk/Treasurer will become the Clerk and Oliphant will seek hiring a Treasurer rather than a deputy. The Deputy Clerk/Treasurer-Administrative Assistant will no longer be considered a deputy but will continue to support the Clerk/Treasurer's Office. However, the designated workspace will be at the desk in the lobby of the Municipal Building. Oliphant will oversee this transition and assume the responsibilities of department head.

ADJOURNMENT Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 11:18PM.